

**CONFIDENTIAL**

29 AUG 1972

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Office of Personnel Report - Week Ending  
25 August 1972**

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1. Conversion from Staff to Contract: The field portion of our

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latest conversion exercise at [REDACTED] has been completed.

Thirteen employees in the Office of Communications, two on the [REDACTED] and thirteen in the Support Services Staff signed their contract employee "special" agreements effective 20 August 1972. They also signed terminal staff personnel actions which are labeled "conversion to contract." Headquarters has now received all the required paperwork, and contracts have been approved and forwarded to the Office of Finance. Information on each individual has been input into the PERCON system. The PERCON run for August (which comes out in early September) will charge them against the Support Directorate non-staff ceiling. One Commo staff employee, stationed [REDACTED] has not yet been converted. We have written her contract here; it will be pouched to the field station for signature and return. The effective date for her conversion will be sometime in September.

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CLASSIFIED BY	0935-15
EXEMPT FROM GENERAL DECLASSIFICATION	
SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY:	
§ 5E(1), (C) (C) or (S) (circle one or more)	
AUTOMATICALLY DECLASSIFIED ON	
(unless impossible, insert date or event)	

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2. Voluntary Investment Plan: The VIP quarterly statements were distributed beginning 22 August (date set initially for distribution was 19 July). Revised procedures for the actual distribution process reduced distribution time to one and one-half days from the previous time of approximately three days.

3. Position Management:

a. The survey report concerning the [REDACTED]

[REDACTED] positions has been drafted and is now being reviewed.

b. The evaluations of new positions and requested upgradings for the Fiscal Year 1973 Office of Computer Services Staffing Complement have been completed and will be discussed with the Director, OCS this week.

c. Discussions were held with Office of Communications officials on the proposed reorganization of the Covert Communications Division, Headquarters [REDACTED]

4. Visit to [REDACTED]

[REDACTED] on 21-22 August. They met with [REDACTED] who gave them an excellent background briefing on the installation. Also, they were conducted around the [REDACTED] complex by [REDACTED]

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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Approved For Release 2001/09/03 : CIA-RDP78-05941A000100040019-9

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